

The Consulate General of India in Saint-Denis, Reunion Island is looking for a suitable candidate for the post of **Commercial Assistant**

➤ **Essential qualification requirements**

- A university graduate degree or equivalent qualification preferably in Economics, Marketing, International trade and Commerce, etc.
- All round proficiency in English and French languages
- Candidates should be residents of Reunion Island.
- Candidates should know Typing (both English and French) and be conversant with normal office work and practices
- Candidates should have good working knowledge of Computer including MS-Word, MS-excel, emails, internet browsing etc.

➤ **Desirable qualification requirements**

- Experience in similar position would be an asset.
- Knowledge of Hindi or any other Indian language (Tamil, Gujrati, etc.) would be an advantage.
- Flexibility in approach to different types of work.

➤ **Work Description**

- Attending clients and their queries
- Attending phone calls
- All Clerical typing work including data collection, compilation, normal drafting and sending emails etc.
- Interpretation
- Translation
- Reading local French Newspaper and compiling a summary of the required news items.
- To assist the officers in liaison with the French MFA and other local authorities.
- Other miscellaneous official work

➤ **Salary : (Per Month)**

- Pay scale (in Euro) : Euro 1670-16-2230
- Basic Salary at the minimum of scale : Euro 1670.00

Applications along with Bio-Data (in English language) and recent photograph must be sent by Post to:

CONSULATE GENERAL OF INDIA
111, RUE LEOPOLD RAMBAUD
SAINTE-CLOTILDE, REUNION ISLAND
EMAIL : cg.reunion@mea.gov.in

Or alternatively applications may be dropped in the letter box of the Consulate.

- The closing date for receipt of applications is Thursday, 12 January 2017. Only shortlisted candidates would be required to attend an interview at the above address.